

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



E-Mail [BrownCountyCountyBoard@co.brown.wi.us](mailto:BrownCountyCountyBoard@co.brown.wi.us)

PHONE (920) 448-4015 FAX (920) 448-6221

**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF NOVEMBER 11-15, 2013**

**MONDAY, NOVEMBER 11, 2013**

~~\*11:30 am~~ Harbor Commission - CANCELLED

Clarion Hotel  
200 Main Street

**TUESDAY, NOVEMBER 12, 2013**

\*5:00 pm Board of Health

2<sup>nd</sup> Floor, Health Department  
610 S. Broadway

**WEDNESDAY, NOVEMBER 13, 2013**

(No Meeting)

**THURSDAY, NOVEMBER 14, 2013**

\*5:15 pm Human Services Board

Board Room A, Sophie Beaumont Bldg.  
111 N. Jefferson Street

**FRIDAY, NOVEMBER 15, 2013**

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**PORT AND RESOURCE RECOVERY DEPARTMENT**

*Brown County*

2561 SOUTH BROADWAY  
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**- PUBLIC NOTICE -**  
**BROWN COUNTY HARBOR COMMISSION**  
**\* Monday, November 11, 2013 – 11:30 am**  
Clarion Hotel, 200 Main Street, Green Bay, WI

No Harbor Commission Meeting held in Novmeber 2013.

Dean R. Haen – Director  
Port & Resource Recovery Department

*Any person wishing to attend whom, because of disability requires special accommodations should contact the Brown County Port and Resource Recovery Department at 492-4950, at least two working days in advance of the meeting for special arrangements to be made. Notice is hereby given that action by the Harbor Commission may be taken on any of the items, which are described or listed on the agenda*

HEALTH DEPARTMENT

# Brown County

610 S. BROADWAY STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

JUDY FRIEDERICHS, R.N., B.S.N

PHONE (920) 448-6400 FAX (920) 448-6449 WEB: [www.co.brown.wi.us](http://www.co.brown.wi.us)

DIRECTOR

Brown County Board of Health  
11-12-13, 5:00 PM  
Brown County Health Department  
610 So. Broadway St, Green Bay WI  
Second floor Conference Room

## Agenda

1. Introduction and Call to Order
2. Approval of Agenda
3. Approval of Minutes of 9-10 -13
4. Odor Reports/Ordinance
5. Communications
6. Budget 2014 Update
7. Director's Report
8. Other Business as Authorized by Law
9. Adjournment/Next Meeting



## BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street  
P.O. Box 22188  
Green Bay, WI 54305-3600



Jeremy Kral, Executive Director

### MEETING OF THE HUMAN SERVICES BOARD Thursday, November 14, 2013

SOPHIE BEAUMONT BUILDING, BOARD ROOM A  
111 NORTH JEFFERSON, GREEN BAY, WI 54311  
5:15 P.M.

#### AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of October 10, 2013 Human Services Board Meeting.
4. Executive Director's Report.
5. Financial Report for Community Treatment Center and Community Programs.
6. \*Statistical Reports.
  - a. Monthly Inpatient Data – Community Treatment Center.
  - b. Monthly Inpatient Data – Bellin Psychiatric Center.
  - c. Child Protection – Child/Abuse/Neglect Report.
  - d. Monthly Contract Update.
7. \*Request for New Non-Continuous Vendor.
8. \*Request for New Vendor Contract.
9. Other Matters.
10. Adjourn Business Meeting.

*\*Note: attached as written reports*

#### Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# NOVEMBER 2013








SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 	5	6 <b>Board of Sup Budget Mtg 9:00 am</b>	7	8	9
10 	11	12	13 Special Board of Sup Grievance Hearing	14	15	16
17 	18	19 Vets Recognition Subcommittee 5:00 pm	20	21	22	23
24 	25 Land Con 6 pm Plan Dev & Trans 6:30 pm	26	27 Human Svc 6:00 pm	28  County Board Office Closed	29 County Board Office Closed	30



# DECEMBER 2013



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Public Safety 5:30 pm	5 Ed & Rec 5:30pm	6	7
8 	9 Executive Cmte 5:30 pm	10	11	12	13	14
15 	16	17 Vets Recognition Subcommittee 5:00 pm	18 <b>Board of Supervisors 7:00 pm</b>	19 Special Board of Sup Grievance Hearing	20	21
22 	23 Land Con 6 pm Plan Dev & Trans 6:30 pm	24 County Board Office Closed	25  County Board Office Closed	26 Admin 5:00 pm <i>Tentative</i>	27	28
29 	30 County Board Office CLOSED	31				

## **BROWN COUNTY COMMITTEE MINUTES**

- ❖ Aging & Disability Resource Center – Board Meeting (October 24, 2013)
- ❖ Aging & Disability Resource Center – Nomination & Human Resources (October 24, 2013)
- ❖ Planning Commission Board of Directors (October 2, 2013)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

**OR**

**Contact the Brown County Board Office or the County Clerk's Department**

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY**  
**BOARD MEETING**

**October 24, 2013**

**PRESENT:** Tom Diedrick, Lisa Van Donsel, Keith Pamperin, Larry Epstein,  
Joan Swigert, Bill Clancy, Steve Daniels, Pat Hickey, Melanie Maczka,  
Barb Robinson, DonaJane Brasch, Beth Relich

**EXCUSED:** Marvin Rucker

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Debra Bowers, Arlene Westphal,  
Laurie Ropson, Snooky Zuidmulder, Sandy Groeschel, Jeremy Slusarek,  
Diana Brown, Denise Misovec

The meeting was called to order by Chairperson Diedrick at 8:35 a.m.

**PLEDGE OF ALLEGIANCE.**

**INTRODUCTIONS:** None

**ADOPTION OF AGENDA:** Ms. Hickey/Mr. Epstein moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF SEPTEMBER 26, 2013:**

Ms. Maczka/Ms. Robinson moved to approve the minutes of the regular meeting of September 26, 2013. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**A. REVIEW AND APPROVAL OF FINANCE REPORT:** Ms. Bowers reviewed the September 2013 Financial Highlights (enclosure) indicating that we are underspent in Salaries and Fringe. Due to the Nursing home Relocation initiatives, Medical Assistance Administrative Dollars are over budget by \$60,000; and, the Nutrition Program reflects a favorable budget savings of over \$100,000. Ms. Bowers will provide estimated end of year revenues and expenditures at the December meeting.

Mr. Pamperin/Ms. Van Donsel moved to approve and place on file the September 2013 Financial Report. **MOTION CARRIED.**

**B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS:** Board members reviewed the Restricted Donation Report. The total additions for the month of September were \$200 for agency use.

Ms. Relich/Mr. Epstein moved to approve the \$200 Restricted Donation received in September, 2013. **MOTION CARRIED.**

***CASA ALBA & PROJECT TO REACH ELDERS WITHIN THE HISPANIC COMMUNITY –***

**SR. MELANIE:** Sr. Melanie Maczka distributed a brochure on a Hispanic Resource Center known as Casa ALBA that provides a welcoming atmosphere for Spanish speaking residents of the greater Green Bay area. The goal of Casa ALBA is to establish personal relationships with the Hispanic Community. In addition they will collaborate with area service providers to avoid duplication of services.

Sr. Melanie's informational report focused on the development of programming and services for senior Hispanics, or "Tercera Edad" following soliciting input from the population itself. She highlighted the recruitment of Hispanic elders in order to identify needs and interests. Their intent is to do outreach and expand services in accessible locations. Some of the various challenges identified were transportation, accessible funds, eligibility for services, and language and cultural differences.

**STAFF REPORT – JEREMY SLUSAREK, ADRC NUTRITION SITE COORDINATOR & ADRC RURAL OUTREACH COORDINATOR:**

Mr. Slusarek described his dual roles at the ADRC. As the ADRC's Nutrition Site Coordinator he provides nutrition and socialization programs at the Add LIFE Center downtown. Mr. Slusarek described the program he has created in order to help seniors and persons with disabilities get out, stay active, and have fun: Wii Bowling including a quarterly tournament, working with the UW Extension on a gardening class, A Peek at the Past , Creative Cookies, setting up picnics, holiday parties, and helping with bake sales. Besides his popular Brewer Bus Trip, this year Jeremy arranged educational visits to the Amish Country, a Mega Farm, a Cheese Factory, and the De Young Zoo. Some of our present and past board members have been actively engaged in these activities.

As Rural Outreach Coordinator, Mr. Slusarek has been building relationships in the Denmark Community with churches, service clubs, business associations, the school district and the Denmark Senior Advisory Board. His goal has been to increase participation at the senior center and offering ADRC services to this satellite location. He has partnered with Red Cross to provide trips to Green Bay for shopping, dining and access to pharmacies. There are plans for transportation to the Add LIFE Center in Green Bay to participate in other activities.

The Board had approved private donations last year that have enabled us to add Mr. Slusarek's two year half-time Rural Outreach position allowing us to build our connection to our rural communities.



**REPORT OF NOMINATIONS AND HUMAN RESOURCE COMMITTEE:** Mr. Diedrick, reported that the Nominations and Human Resource Committee met earlier this morning and reviewed the newly developed staff evaluation form, merit increase criteria, the director's evaluation process, and nominations for the ADRC Board in 2014. Mr. Diedrick shared that the County Executive has approved a 1% salary increase for staff and in addition opened the opportunity for individual merit performance opportunity. He reported that Committee discussed the criteria and protocols for implementing the merit performance opportunity. Mr. Diedrick noted that it is important to reiterate that this is a one-time increase and there is no guarantee that it will be offered in succeeding years. Both management and staff have had the opportunity for input in the process. Mr. Pamperin mentioned that the Nominations and Human Resource Committee has reviewed the evaluation process and has given guidance to the Director. The Committee had positive comments about the approach the ADRC is taking towards the merit opportunity, particularly that it is goal based rather than output based.

Ms. Swigert shared her concerns about merit based systems in general and that she believes it can create a competitive instead of collaborative environment.

Sup. Clancy commented on the mixed feelings regarding merit raises but felt this was a step in the right direction.

Ms. Christianson offered to speak to anyone individually on the subject who may need more clarification. She added that it is always our intention to be consumer driven and supportive of staff.

Mr. Pamperin/Sup. Clancy moved that the board approve the evaluation process as recommended by the Nominations and Human Resource Committee. Ayes: 11 Noes: 1 Ms. Swigert **MOTION CARRIED.**

Mr. Diedrick explained that the Nominations and Human Resources Committee is also responsible for evaluating Ms. Christianson and her position. The process of evaluating the Director is based on meeting the goals of the agency. At the beginning of the year Ms. Christianson created her goals and will now send each Committee Member her status on developments in each of those areas. All Board Members have the opportunity to e-mail comments regarding Ms. Christianson's performance to Mr. Diedrick to be incorporate into his comprehensive report as part of her evaluation process.

The Committee also addressed reappointment of current Board Members who have served one three-year term and are up for reappointment to a second three-year term. Ms. Robinson, Ms. Van Donsel, Ms. Hickey, and Mr. Rucker have offered to serve a

second term and it is the recommendation of the Nominations and Human Resources Committee that we reappoint them in accordance with our by-laws.

Mr. Pamperin/Ms. Brasch moved to approve the reappointments as indicated. **MOTION CARRIED.**

Mr. Diedrick noted that we also need to fill the positions of Ms. Brasch and Sup. Clancy who will be leaving the board after completing their two three-year terms. The County Executive has recommended Sup. Corrie Campbell to fill Sup. Clancy's position. Ms. Campbell is a Brown County Supervisor who is originally from the Green Bay area, has been a writer, a journalist, an advocate, has used our services for aging relatives, and is grateful for the opportunity to serve on our board.

The recommendation to fill Ms. Brasch's position is Lori Rasmussen who would be representing the mental health population. Ms. Rasmussen has years of advocacy in the area of mental health, has served on the Board for the Depression and Bipolar Support Alliance, has been an Allouez Trustee, provides peer support for individuals, and has been an advocate for people with mental health.

It is the recommendation of the Nominations and Human Resources Committee to endorse Corrie and Lori for board positions. Ms. Maczka/Ms. Hickey moved to approve Corrie Campbell and Lori Rasmussen as new members of the Board effective January 1, 2014 through December 31, 2016. **MOTION CARRIED.**

Mr. Diedrick asked for nominations or volunteers to serve in the role of Treasurer which became vacant with Ms. Brasch leaving the Board. The Treasurer represents the Board's objective view of our finance reports, paychecks, or major contracts. Ms. Van Donsel nominated Ms. Relich. Mr. Diedrick asked three times for any other nominations for the position of Treasurer from the floor. **LOOK THIS UP.**

Mr. Pamperin/Ms. Swigert moved that nominations be closed and a unanimous ballot be cast for Ms. Relich as Treasurer. **MOTION CARRIED.**

**FAMILY CARE UPDATE:** Ms. Christianson briefly reviewed the Northeast Wisconsin Family Care CEO Report (enclosure). She indicated that December will be an important month as a decision will be made as to how Family Care will roll out with an anticipated goal date of July, 2015.

#### **DIRECTOR'S REPORT:**

- A. **BUILDING UPDATES: APPROVAL OF REMODEL BUDGET:** Ms. Christianson distributed a budget transfer request of \$91,068 - \$100,000 for building remodel expenses. In early June the board approved funds for architect services to create plans for this project. This remodel will create five additional office spaces to

accommodate our growing staff. The resources for this office space remodel come from an additional State Allocation of Funds related to our being a Generation II in the preparation for the expansion of Family Care.

Ms. Van Donsel/Mr. Epstein moved to approve the \$91,068 - \$100,000 range budget transfer request. **MOTION CARRIED.**

- B. **BOSTON COLLEGE AND CSWE:** Ms. Christianson noted that she was in Boston along with several UWGB professors at the National Center for Participant Directed Services integrating these concepts into social work curriculum and practice. Wisconsin is one of eight states to receive the Enhanced Options Counseling Grant opening the opportunity for this partnership. This project will provide stipends for students to work with older adults and persons with disabilities in an ADRC environment
- C. **POLICY UPDATES: THE STANDARD:** Ms. Giesen reported that 3 years ago Brown County contracted out the management of their Family Medical Leaves. In 2014 Brown County will contract with Standard Insurance or "The Standard" to manage their leaves and absences. They have invited us to join under their contract. Not only will The Standard offer us their expertise relating to state and federal laws, but it will create simplicity for staff enabling them to call one number and receive prompt service.
- D. **UPS GRANT:** After learning of a UPS Grant for \$5600 and having a very small window to apply, Ms. Christianson proceeded with the application. Today Ms. Christianson is requesting board approval.

Ms. Relich/Ms. Van Donsel moved to grant permission to submit the UPS Grant Application. **MOTION CARRIED.**

- E. **LOCAL TRANSPORTATION PLAN:** Ms. Christianson shared the 2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County (enclosure) with Board Members. She noted that this plan will inform them of where the gaps in services are before approving the s.85.21 Transportation Grant Application in December.
- F. **CONTRACT AMENDMENTS: RED CROSS, NEW CURATIVE:** Ms. Christianson reported that after having set our budget we received a \$17,000 increase in our s.85.21 allocation based on the percentage of older individuals and individuals with disabilities in our county. It is our desire to pass this on to our American Red Cross Contract to help alleviate their flat funding and support additional initiatives.

GWAAR informed us that other counties were unable to utilize all of their AFCSP (Alzheimer's Family & Caregiver Support Program) dollars by the end of 2013. We agreed to accept and reallocate those dollars to N.E.W. Curative to continue to help support their programming.

Ms. Van Donsel/Ms. Swigert moved to approve the American Red Cross & N.E.W. Curative Contract Amendments. **MOTION CARRIED.**

**LEGISLATIVE UPDATE:**

Ms. Hickey expressed concern about information she received regarding legislation that restricts the use of sheltered workshops. As an advocate, she believes many sheltered workshops provide many important and positive roles in our community. Ms. Relich validated this viewpoint. Ms. Hickey also described information she secured over the internet regarding parental rights of children with disabilities. Ms. Hickey did not have specific written information today but will share information as it becomes available. Ms. Christianson asked the board if they would like a panel of community providers to provide information at a future meeting. They all agreed. Ms. Christianson clarified the role of the ADRC in Wisconsin's Regional Enrollment Networks and the Health Insurance Marketplace and referenced the document enclosed in the board packet.

**ANNOUNCEMENT:** Mr. Pamperin complimented the agency and staff on the Wellness Center Grand Opening and the educational sessions that were held on Tuesday and Wednesday. Many board members were in attendance.

**NEXT MEETING – December 10, 2013 – ADRC Staff and Board Holiday Appreciation Lunch: Meeting 11:00-12:00; Lunch 12:00-1:00, Education Program 1:00-3:00:** Mr. Diedrick reminded members that the next Board Meeting will be held on Tuesday, December 10, at 11:00 a.m. followed by a Holiday Appreciation Lunch and an Educational Program.

**ADJOURN:** Mr. Epstein/Ms. Hickey moved to adjourn. **MOTION CARRIED.** The meeting adjourned at 10:21 a.m.

Respectfully submitted,

Arlene Westphal, Secretary

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN  
COUNTY NOMINATING & HUMAN RESOURCES MEETING**

**October 24, 2013**

**PRESENT:** Beth Relich, Keith Pamperin, Lisa Van Donsel, Tom Diedrick

**ABSENT:** Joan Swigert

**ALSO PRESENT:** Devon Christianson, Arlene Westphal

The meeting was called to order by Chairperson Diedrick at 7:40 a.m..

**ADOPTION OF AGENDA:** Ms. Relich/Mr. Pamperin moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF August 22, 2013:** Ms. Van Donsel/Ms. Relich moved to approve the minutes of the August 22, 2013 meeting. **MOTION CARRIED.**

**NEW EVALUATION TOOL AND MERIT COMPENSATION:** Ms. Christianson reviewed with the committee the County Executive's approval of a 1 % cost of living raise for which the county is providing the resources. The County Executive has also given us the opportunity to develop and implement a 1% merit based increase; however, the county will not be providing the resources for this increase. Ms. Christianson explained that our original budget had included a 2% salary increase prior to the County Executive's plan to allow a 1% cost of living and a 1% merit based compensation. The ADRC does have the additional resources to offer the one-time merit increase.

- A. STAFF FEEDBACK FORM:** Ms. Christianson explained that the Staff Feedback Form (enclosure) was developed as a tool for her to use in evaluating supervisors for merit increases. This form would be helpful in determining how the Coordinator is progressing with the development of their employees from the employees perspective. It was also suggested that "supervisor" be changed to "coordinator" on all documents to coincide with the organizational chart. Ms. Christianson will make the change.
- B. STAFF EVALUATION:** Ms. Christianson distributed a draft (handout) of a newly developed Staff Performance Evaluation Form. She explained that the current Staff Performance Model is extremely detailed, very specific to each job description, and very time consuming. After giving this approach a lot of thought and energy, management decided to shift this to a more generalized model providing more flexibility to the evaluation. (Enclosure).

Ms. Christianson also discussed the criteria established for the Merit Performance Opportunity (handout). She began by noting that both management and staff have had an opportunity to contribute to this criteria. Ms. Christianson reviewed the principles involved, gave examples, and stressed that this is not about comparing one employee to another or a point system, but a goal system based on each individual's goals and their contributions to the ADRC Culture. Discussion ensued with the committee offering guidance to the Director.

Mr. Pamperin/Ms. Relich moved to approve moving forward with the Merit Performance Opportunity. **MOTION CARRIED.**

- C. DIRECTOR EVALUATION PROCESS:** Ms. Christianson asked for clarification of the Director's Evaluation Process. Mr. Diedrick suggested that Ms. Christianson respond to the committee on the agency goals that were set at the beginning of the year, the committee will forward their comments to Mr. Diedrick, which he will compile to be used for Ms. Christianson's evaluation. The committee agreed by consensus.

Ms. Christianson expressed concern regarding her participating for a Merit Increase. It was the consensus of the committee that Ms. Christianson's salary increases would be based on her evaluations. Ms. Christianson was directed to also include in her evaluation process what she has done and plans to do to contribute to her physical and emotional health.

**NOMINATIONS FOR 2014 BOARD MEMBER-MENTAL HEALTH, COUNTY BOARD:** Ms. Christianson brought the following potential board members to the Nominations Committee for presentation to the Board:

**A. APPOINTMENTS AND REAPPOINTMENTS:** Ms. Christianson presented Supervisor Corrie Campbell as the County Executive's recommendation to replace Sup. Clancy as the Brown County Board Representative. Ms. Campbell is originally from the Green Bay area and is eager to serve.

Lori Rasmussen is a recommendation of Ms. Van Donsel's and would be replacing Ms. Brasch representing the mental health population. Ms. Rasmussen's background includes serving on the Depression and Bipolar Support Alliance Board, is an advocate and provides peer support, and is in touch with the population of those with mental illness.

Ms. Christianson noted that these are the two nominations on the floor. She also contacted Ms. Robinson, Ms. Van Donsel, Ms. Hickey, and Mr. Rucker who are all eligible for reappointment to an additional three-year term and they have all agreed to do so. Ms. Christianson also clarified that these terms run from January 1, 2014 through December 31, 2016.

Ms. Relich/Mr. Pamperin moved to approve Ms. Campbell and Ms. Rasmussen as new members of the Board and to recommend approval of those individuals who are eligible for reappointment as noted above.

**ADJOURN:** Mr. Pamperin/Ms. Van Donsel moved to adjourn. The meeting adjourned at 8:26 a.m.  
**MOTION CARRIED.**

Respectfully submitted,

Arlene Westphal, Secretary



# ADRC SUMMARY REPORT

Fiscal Year to Date 09/30/13

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	Rec'd %	Prior Year YTD
<b>Fund 900 - ADRC</b>							
	<b>Department 093 - ADRC</b>						
	<b>REVENUE</b>						
4100	General Property Taxes	852,827.00	.00	852,827.00	.00	100	890,150.00
<b>4301</b>	<b>Federal Grant</b>						
4301.OPC	Federal Grant Options Counseling	.00	.00	.00	.00	+++	13,276.00
4301.IIIB	Federal Grant Title IIIB	169,377.00	14,113.00	134,089.00	35,288.00	79	151,707.00
4301.IIID	Federal Grant Title III-D	12,032.00	1,002.00	9,525.00	2,507.00	79	10,896.00
4301.IIIE	Federal Grant Title III-E	84,151.00	7,012.00	66,619.00	17,532.00	79	73,785.00
4301.NSIP	Federal Grant Nutrition Service Incentive Prog	79,079.00	3,189.00	83,352.00	(4,273.00)	105	59,345.00
4301.SHIP	Federal Grant State Health Insurance Program	3,800.00	.00	5,800.00	(2,000.00)	153	3,800.00
4301.EBSMA	Federal Grant Elderly Benefits Specialist MA	65,001.00	5,049.00	51,635.00	13,366.00	79	50,707.00
4301.IIIC1	Federal Grant Title III-C-1	376,396.00	31,366.00	297,980.00	78,416.00	79	293,020.00
4301.IIIC2	Federal Grant Title III-C-2	129,731.00	10,811.00	102,704.00	27,027.00	79	124,536.00
4301.MIPPA	Federal Grant Medicare Improvement for Patient	.00	.00	.00	.00	+++	14,937.00
4301.ADRDMA	Federal Grant ADRC - MA	797,477.00	67,012.00	698,867.00	98,610.00	88	602,895.00
	<b>4301 - Federal Grant Totals</b>	<b>\$1,717,044.00</b>	<b>\$139,554.00</b>	<b>\$1,450,571.00</b>	<b>\$266,473.00</b>	<b>84%</b>	<b>\$1,398,904.00</b>
<b>4302</b>	<b>State Grant</b>						
4302	State Grant	.00	.00	.00	.00	+++	1,489.32
4302.EBS	State Grant Elderly Benefits Specialist	33,438.00	2,787.00	26,472.00	6,966.00	79	33,438.00
4302.MED	State Grant Medicare Part D	13,112.00	.00	13,112.00	.00	100	13,112.00
4302.SCS	State Grant Senior Community Services	12,709.00	1,059.00	10,061.00	2,648.00	79	11,650.00
4302.ADRG	State Grant ADRC Grant	1,377,498.00	106,573.00	1,122,709.00	254,789.00	82	1,216,814.00
4302.FALL	State Grant Falls Prevention	.00	.00	.00	.00	+++	12,439.00
4302.AFCSP	State Grant Alzheimers Family and Caregiver	84,590.00	7,049.00	66,967.00	17,623.00	79	77,541.00
4302.TRANS	State Grant Transportation s.85.21	476,570.00	.00	509,466.00	(32,896.00)	107	476,570.00
4302.COPHDM	State Grant Home Delivered Meals	63,468.00	4,483.62	49,042.80	14,425.20	77	49,609.38
	<b>4302 - State Grant Totals</b>	<b>\$2,061,385.00</b>	<b>\$121,951.62</b>	<b>\$1,797,829.80</b>	<b>\$263,555.20</b>	<b>87%</b>	<b>\$1,892,662.70</b>
4309	Other Grant Revenue	.00	900.00	900.00	(900.00)	+++	.00
<b>4600</b>	<b>Charges and Fees</b>						
4600.100	Charges and Fees Caregiver Classes	.00	200.00	210.00	(210.00)	+++	.00
4600.200	Charges and Fees Senior Classes	18,000.00	.00	1,129.00	16,871.00	6	4,945.35
4600.210	Charges and Fees Day Trips	.00	1.00	15,140.00	(15,140.00)	+++	9,954.00
4600.230	Charges and Fees Exercise Room	.00	22.00	187.00	(187.00)	+++	180.11

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	Rec'd %	Prior Year YTD
4600.250	Charges and Fees Newsletter	2,800.00	100.00	2,385.00	415.00	85	2,620.00
4600.500	Charges and Fees Prevention	.00	395.00	2,942.75	(2,942.75)	+++	2,965.99
4600.600	Charges and Fees Driver Escort	3,000.00	58.00	1,307.00	1,693.00	44	937.00
4600.610	Charges and Fees In-home Worker	.00	48.00	575.00	(575.00)	+++	605.00
4600.700	Charges and Fees Community Service	5,000.00	40.00	5,890.00	(890.00)	118	12,147.50
	<b>4600 - Charges and Fees Totals</b>	\$28,800.00	\$864.00	\$29,765.75	(\$965.75)	103	\$34,354.95
<b>4601</b>	<b>Sales</b>						
4601	Sales	.00	.00	460.00	(460.00)	+++	355.00
4601.300	Sales Vending	.00	57.03	638.33	(638.33)	+++	892.51
4601.500	Sales Serocov's	.00	31.50	475.90	(475.90)	+++	202.50
4601.800	Sales Raffle	.00	.00	57.00	(57.00)	+++	12.00
	<b>4601 - Sales Totals</b>	\$0.00	\$88.53	\$1,631.23	(\$1,631.23)	+++	\$1,462.01
<b>4900</b>	<b>Miscellaneous</b>						
4900	Miscellaneous	4,500.00	422.32	971.61	3,528.39	22	76.23
4900.100	Miscellaneous Soda/Recycled Paper	4,500.00	152.55	1,286.35	3,213.65	29	705.70
4900.200	Miscellaneous Copy Machine	.00	.00	32.06	(32.06)	+++	6.50
4900.300	Miscellaneous Parking Revenue	.00	22.50	165.00	(165.00)	+++	135.00
4900.400	Miscellaneous Obligated	.00	418.55	2,418.55	(418.55)	+++	340.00
	<b>4900 - Miscellaneous Totals</b>	\$9,000.00	\$1,015.92	\$4,873.57	\$6,126.43	32%	\$1,263.43
<b>4901</b>	<b>Donations</b>						
4901.100	Donations General	.00	200.00	5,847.55	(5,847.55)	+++	1,897.00
4901.110	Donations Memorial/Restricted	40,000.00	200.00	1,875.00	36,125.00	10	5,595.00
4901.200	Donations Coffee	.00	33.88	434.64	(434.64)	+++	693.67
4901.300	Donations Housing Units	11,660.00	1,840.80	6,470.83	5,189.17	55	6,402.17
4901.310	Donations Participants-Congregate Meals	102,913.00	5,185.76	46,955.40	55,957.60	46	27,687.35
4901.330	Donations Building	2,000.00	122.00	1,884.01	115.99	94	2,149.30
4901.410	Donations Medical Equipment	.00	30.00	415.00	(415.00)	+++	1,682.88
4901.520	Donations Home Delivered Meals	175,231.00	13,278.00	139,799.10	35,431.90	80	171,765.89
	<b>4901 - Donations Totals</b>	\$331,804.00	\$20,890.44	\$203,681.53	\$126,122.47	62%	\$217,873.26
<b>4903</b>	<b>In-kind Services</b>						
4903.IIIB	In-kind Services In-kind Services III-B	.00	18,477.49	61,260.57	(61,260.57)	+++	44,761.43
4903.IIIC1	In-kind Services III-C-1 Cong	.00	15,005.00	46,846.88	(46,846.88)	+++	54,698.28
4903.IIIC2	In-kind Services III-C-2	.00	32,408.05	97,221.17	(97,221.17)	+++	70,351.61
4903.IIIEC	In-kind Services III-E-Chore	.00	3,171.65	10,639.42	(10,639.42)	+++	6,717.81
4903.IIIEH	In-kind Services III-E Homemaker	.00	7,738.83	25,960.17	(25,960.17)	+++	16,391.41
4903.IIIEP	In-kind Services III-E Personal Care	.00	1,776.12	5,958.07	(5,958.07)	+++	3,761.96
	<b>4903 - In-kind Services Totals</b>	\$0.00	\$78,577.14	\$247,886.28	(\$247,886.28)	+++	\$196,682.50
4905	Interest	2,800.00	62.15	561.89	2,238.11	20	1,341.88



Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
	REVENUE TOTALS	\$5,003,660.00	\$363,903.80	\$4,590,528.05	\$413,131.95	92%	\$4,634,694.73
	EXPENSE						
5100	Regular Earnings	2,054,471.00	132,492.14	1,254,993.44	799,477.56	61	1,202,241.72
<b>5102</b>	<b>Paid Leave Earnings</b>						
5102	Paid Leave Earnings	.00	19,945.65	146,899.09	(146,899.09)	+++	160,901.87
5102.100	Paid Leave Earnings Reimbursement	.00	.00	(26.20)	26.20	+++	(3,484.51)
	<b>5102 - Paid Leave Earnings Totals</b>	\$0.00	\$19,945.65	\$146,872.89	(\$146,872.89)	+++	\$157,417.36
5103	Premium	.00	.00	.00	.00	+++	672.01
<b>5110</b>	<b>Fringe Benefits</b>						
5110	Fringe Benefits	6,129.00	.00	.00	6,129.00	0	.00
5110.100	Fringe Benefits FICA	151,281.00	10,672.53	98,472.28	52,808.72	65	95,284.83
5110.110	Fringe Benefits Unemployment Compensation	15,805.00	184.11	11,088.41	4,716.59	70	11,696.42
5110.200	Fringe Benefits Health Insurance	505,621.00	35,207.08	313,175.33	192,445.67	62	316,606.40
5110.210	Fringe Benefits Dental Insurance	41,789.00	2,850.66	25,888.88	15,900.12	62	25,505.21
5110.220	Fringe Benefits Life Insurance	1,953.00	54.39	459.38	1,493.62	24	520.16
5110.230	Fringe Benefits LT disability Insurance	6,990.00	588.09	5,178.43	1,811.57	74	4,874.07
5110.235	Fringe Benefits ST disability	2,390.00	.00	.00	2,390.00	0	.00
5110.240	Fringe Benefits Workers	4,372.00	.00	.00	4,372.00	0	.00
5110.300	Fringe Benefits Retirement	160,285.00	11,442.10	104,807.28	55,477.72	65	96,336.13
	<b>5110 - Fringe Benefits Totals</b>	\$896,615.00	\$60,998.96	\$559,069.99	\$337,545.01	62%	\$550,823.22
<b>5300</b>	<b>Supplies</b>						
5300	Supplies	.00	.00	578.95	(578.95)	+++	6,148.54
5300.001	Supplies Office	16,000.00	641.16	5,405.44	10,594.56	34	9,194.73
5300.002	Supplies Kitchen	25,500.00	2,325.95	19,618.78	5,881.22	77	19,567.77
5300.004	Supplies Postage	19,380.00	.00	7,361.42	12,018.58	38	13,404.39
5300.100	Supplies Caregiver	3,500.00	.00	.00	3,500.00	0	.00
5300.200	Supplies Program Operations	15,000.00	954.69	5,147.85	9,852.15	34	6,357.43
5300.400	Supplies Equipment	.00	338.26	1,129.27	(1,129.27)	+++	24.98
5300.410	Supplies Medical Equipment	3,200.00	779.24	2,939.76	260.24	92	3,591.10
5300.500	Supplies Seroogys	.00	.00	252.00	(252.00)	+++	288.00
5300.510	Supplies Prevention	2,800.00	10.00	2,217.22	582.78	79	147.66
5300.600	Supplies Obligated	.00	418.55	2,600.58	(2,600.58)	+++	2,436.95
	<b>5300 - Supplies Totals</b>	\$85,380.00	\$5,467.85	\$47,251.27	\$38,128.73	55%	\$61,161.55
5304	Printing	4,000.00	.00	2,912.82	1,087.18	73	3,265.00
5305	Dues and Memberships	2,800.00	590.00	1,205.00	1,595.00	43	975.00
<b>5306</b>	<b>Maintenance Agreement</b>						

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5306	Maintenance Agreement	.00	.00	990.00	(990.00)	+++	4,168.58
5306.100	Maintenance Agreement Software	27,230.00	327.75	18,207.19	9,022.81	67	16,038.64
	<b>5306 - Maintenance Agreement Totals</b>	\$27,230.00	\$327.75	\$19,197.19	\$8,032.81	71%	\$20,207.22
<b>5307</b>	<b>Repairs and Maintenance</b>						
5307.300	Repairs and Maintenance Buildings	18,237.00	2,853.65	14,662.62	3,574.38	80	21,004.73
5307.301	Repairs and Maintenance Atrium	1,763.00	651.72	1,918.11	(155.11)	109	1,366.98
5307.400	Repairs and Maintenance Equipment	11,490.00	859.97	6,167.08	5,322.92	54	1,003.61
5307.900	Repairs and Maintenance Board Approved	.00	.00	215.00	(215.00)	+++	9,048.84
	<b>5307 - Repairs and Maintenance Totals</b>	\$31,490.00	\$4,365.34	\$22,962.81	\$8,527.19	73%	\$32,424.16
5311	Marketing	2,000.00	624.56	2,633.35	(633.35)	132	1,232.45
5313	Recruitment	2,000.00	.00	10.00	1,990.00	0	702.35
5314	Background Check	750.00	130.00	515.00	235.00	69	160.00
5320	Rental	12,398.00	825.00	9,297.00	3,101.00	75	8,034.00
5330	Books, Periodicals, subscriptions	3,000.00	.00	585.15	2,414.85	20	1,311.34
5331	Newsletter	1,500.00	.00	.00	1,500.00	0	10.00
5340	Travel	8,800.00	808.81	5,459.72	3,340.28	62	5,497.06
<b>5341</b>	<b>Training</b>						
5341	Training	12,200.00	1,721.36	8,536.69	3,663.31	70	4,816.84
5341.100	Training Caregiver	.00	.00	.00	.00	+++	30.00
	<b>5341 - Training Totals</b>	\$12,200.00	\$1,721.36	\$8,536.69	\$3,663.31	70%	\$4,846.84
5342	Conference	.00	.00	800.00	(800.00)	+++	65.00
<b>5366</b>	<b>Volunteer Expense</b>						
5366	Volunteer Expense	2,000.00	74.23	443.37	1,556.63	22	1,196.07
5366.110	Volunteer Expense Mileage	35,034.00	1,868.25	19,099.07	15,934.93	55	22,134.65
	<b>5366 - Volunteer Expense Totals</b>	\$37,034.00	\$1,942.48	\$19,542.44	\$17,491.56	53%	\$23,330.72
5367	Wellness	.00	124.50	384.00	(384.00)	+++	305.00
<b>5368</b>	<b>Support Group</b>						
5368.100	Support Group Caregiver	.00	.00	10.00	(10.00)	+++	.00
	<b>5368 - Support Group Totals</b>	\$0.00	\$0.00	\$10.00	(\$10.00)	+++	\$0.00
<b>5369</b>	<b>Community Service</b>						
5369.300	Community Service Incentive	1,200.00	.00	1,037.00	163.00	86	1,200.00
	<b>5369 - Community Service Totals</b>	\$1,200.00	\$0.00	\$1,037.00	\$163.00	86%	\$1,200.00
<b>5390</b>	<b>Miscellaneous</b>						
5390	Miscellaneous	2,550.00	.00	790.85	1,759.15	31	800.00
5390.100	Miscellaneous Soda	4,500.00	211.60	1,002.80	3,497.20	22	995.00

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5390.200	Miscellaneous Coffee	.00	295.72	2,227.59	(2,227.59)	+++	2,367.16
5390.300	Miscellaneous Vending	.00	57.86	565.62	(565.62)	+++	385.56
5392	Service Fees						
<b>5395</b>	<b>5390 - Miscellaneous Totals</b>	\$7,050.00	\$565.18	\$4,586.86	\$2,463.14	65%	\$4,547.72
5395	<b>Equipment - nonoutlay</b>	4,500.00	137.13	1,812.52	2,687.48	40	3,109.88
5395.410	Equipment - nonoutlay Medical	7,500.00	.00	.00	7,500.00	0	622.51
5395.420	Equipment - nonoutlay Medical	.00	.00	.00	.00	+++	(229.90)
5395.420	Equipment - nonoutlay Technology	7,950.00	292.00	12,078.00	(4,128.00)	152	3,348.58
5395.900	Equipment - nonoutlay Board Approved	43,000.00	.00	27,595.34	15,404.66	64	9,613.10
<b>5410</b>	<b>5395 - Equipment - nonoutlay Totals</b>	\$58,450.00	\$292.00	\$39,673.34	\$18,776.66	68%	\$13,354.29
<b>5410</b>	<b>Insurance</b>						
5410.105	Insurance Volunteer	2,600.00	.00	2,277.75	322.25	88	2,085.30
5410.110	Insurance 331 S Adams	1,303.00	.00	1,213.00	90.00	93	1,288.00
5410.115	Insurance 403 (B) Liability	.00	.00	166.67	(166.67)	+++	166.67
5500	Utilities	\$3,903.00	\$0.00	\$3,657.42	\$245.58	94%	\$3,539.97
5505	Telephone	24,000.00	1,970.43	19,590.56	4,409.44	82	19,340.01
5600	Indirect Cost	2,500.00	244.07	1,169.19	1,330.81	47	1,985.77
<b>5601</b>	<b>County Services</b>	89,117.00	.00	89,119.00	(2.00)	100	95,828.00
5601.100	County Services Information Services	170,610.00	.00	170,606.00	4.00	100	134,866.00
5601.200	County Services Insurance	8,742.00	.00	13,116.00	(4,374.00)	150	11,534.00
5601.400	County Services Copy Center	2,200.00	.00	.00	2,200.00	0	.00
5601.500	County Services Facilities	15,000.00	.00	17,200.00	(2,200.00)	115	17,150.00
<b>5601</b>	<b>5601 - County Services Totals</b>	\$196,552.00	\$0.00	\$200,922.00	(\$4,370.00)	102	\$163,550.00
<b>5700</b>	<b>Contracted Services</b>					%	
5700.080	Contracted Services Temp Agencies	.00	480.00	2,493.00	(2,493.00)	+++	4,461.60
5700.100	Contracted Services Curative Site Manager	30,489.00	2,541.00	22,869.00	7,620.00	75	22,095.00
5700.110	Contracted Services DePere Site Manager	38,819.00	.00	16,689.48	22,129.52	43	16,771.25
5700.200	Contracted Services Senior Aide	7,500.00	.00	3,150.00	4,350.00	42	5,571.00
5700.210	Contracted Services Day Trips	.00	510.00	11,119.50	(11,119.50)	+++	5,636.13
5700.300	Contracted Services Veterans Programming	7,000.00	426.78	2,544.87	4,455.13	36	2,017.59
5700.400	Contracted Services MIPPA	.00	.00	.00	.00	+++	1,957.73
5700.500	Contracted Services Falls Prevention	.00	.00	.00	.00	+++	1,582.19
5700.600	Contracted Services Older Americans Program	359,883.00	29,990.00	269,910.00	89,973.00	75	273,330.00
5700.700	Contracted Services Options Counseling	.00	.00	.00	.00	+++	3,110.84
<b>5701</b>	<b>5700 - Contracted Services Totals</b>	\$443,691.00	\$33,947.78	\$328,775.85	\$114,915.15	74%	\$336,533.33
<b>5701</b>	<b>Transportation</b>						

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Rec'd	Prior Year YTD
5701.001	Transportation Management	.00	19.26	241.18	(241.18)	+++	215.42
5701.100	Transportation Red Cross	307,021.00	29,835.00	234,515.00	72,506.00	76	230,265.00
5701.200	Transportation Curative	184,628.00	15,386.00	138,474.00	46,154.00	75	135,819.00
5701.300	Transportation Dept of Human Services	61,551.00	.00	39,049.00	22,502.00	63	29,454.00
5701.500	Transportation Salvation Army	9,900.00	.00	9,900.00	.00	100	9,900.00
5701.600	Transportation Driver Escort	12,000.00	279.53	5,337.21	6,662.79	44	3,305.41
5701.700	Transportation Oneida	3,600.00	.00	2,700.00	900.00	75	2,700.00
	<b>5701 - Transportation Totals</b>	\$578,700.00	\$45,519.79	\$430,216.39	\$148,483.61	74%	\$411,658.83
5714	Accounting and Auditing	7,750.00	1,650.00	8,900.00	(1,150.00)	115	9,163.50
5725	Food Service	526,517.00	32,453.70	264,790.24	261,726.76	50	309,739.92
<b>5751</b>	<b>Administrative Fees</b>						
5751.001	Administrative Fees Miscellaneous	4,358.00	376.00	1,627.00	2,731.00	37	1,177.52
	<b>5751 - Administrative Fees Totals</b>	\$4,358.00	\$376.00	\$1,627.00	\$2,731.00	37%	\$1,177.52
5784	Interpreter Services	3,000.00	10.00	841.90	2,158.10	28	616.36
<b>5803</b>	<b>Donated Items</b>						
5803.100	Donated Items Personnel	.00	5,760.30	26,499.20	(26,499.20)	+++	13,604.50
5803.110	Donated Items Mileage	.00	2,946.17	8,777.41	(8,777.41)	+++	5,534.30
5803.300	Donated Items Rent	.00	3,500.00	10,500.00	(10,500.00)	+++	10,500.00
5803.500	Donated Items Nutrition Congregate	.00	13,395.00	42,016.88	(42,016.88)	+++	45,891.83
5803.510	Donated Items Nutrition HDM	.00	27,571.88	82,773.76	(82,773.76)	+++	63,123.76
5803.700	Donated Items Title III-E	.00	12,686.60	42,557.66	(42,557.66)	+++	26,871.18
5803.900	Donated Items Other	.00	12,717.19	34,761.37	(34,761.37)	+++	31,156.93
	<b>5803 - Donated Items Totals</b>	\$0.00	\$78,577.14	\$247,886.28	(\$247,886.28)	+++	\$196,682.50
5850	Contribution	2,000.00	17.00	961.17	1,038.83	48	1,193.84
5905	Lease Payments	8,750.00	735.23	5,399.23	3,350.77	62	4,664.00
6182	Construction	.00	908.00	908.00	(908.00)	+++	.00
	<b>EXPENSE TOTALS</b>	\$5,143,706.00	\$427,767.85	\$3,754,112.71	\$1,389,593.29	73%	\$3,652,567.44
	Department <b>093 - ADRC Totals</b>	(\$140,046.00)	(\$63,864.05)	\$836,415.34	(\$976,461.34)	-	\$982,127.29
						597	%
	<b>Grand Totals</b>						
	REVENUE TOTALS	5,003,660.00	363,903.80	4,590,528.05	413,131.95	92	4,634,694.73
	EXPENSE TOTALS	5,143,706.00	427,767.85	3,754,112.71	1,389,593.29	73	3,652,567.44
	Grand Totals	(\$140,046.00)	(\$63,864.05)	\$836,415.34	(\$976,461.34)		\$982,127.29

**MINUTES**  
**BROWN COUNTY PLANNING COMMISSION**  
**BOARD OF DIRECTORS**  
**Wednesday, October 2, 2013**  
**Green Bay Metro Transportation Center**  
**901 University Avenue, Commission Room**  
**Green Bay, WI 54302**  
**6:30 p.m.**

**ROLL CALL:**

Paul Blindauer	<u>Abs</u>	John Klasen	<u>Exc</u>
James Botz	<u>X</u>	Michael Malcheski	<u>Exc</u>
Paul Brewer	<u>Exc</u>	Ken Pabich	<u>Exc</u>
William Clancy	<u>X</u>	Scott Puyleart	<u>X</u>
Norbert Dantine, Jr.	<u>X</u>	Dan Robinson	<u>X</u>
Ron DeGrand	<u>X</u>	Ray Tauscher	<u>Exc</u>
Bernie Erickson	<u>X</u>	Mark Tumpach	<u>Exc</u>
Steve Gander	<u>X</u>	Steve VandenAvond	<u>Abs</u>
Adam Gauthier	<u>Exc</u>	Tim VandeWettering	<u>X</u>
Steve Grenier	<u>X</u>	Jason Ward	<u>Exc</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>***</u>
Dotty Juengst	<u>Exc</u>	Reed Woodward	<u>X</u>

**OTHERS PRESENT:** Chuck Lamine, Lisa Conard, Aaron Schuette, Peter Schleinz, \*\*\*Burt McIntyre for Dave Wiese, Bill Meindl, and Dorean Sandri.

1. Approval of the minutes of the September 4, 2013, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier, seconded by R. Woodward, to approve the minutes of the September 4, 2013, regular meeting of the Brown County Planning Commission Board of Directors. Motion carried unanimously.

2. Receive and place on file the draft minutes from the September 16, 2013, meeting of the Transportation Subcommittee.

A motion was made by D. Robinson, seconded by W. Clancy, to receive and place on file the draft minutes from the September 16, 2013, meeting of the Transportation Subcommittee. Motion carried unanimously.

3. Introduction of Billie Jo Horsens, Planner I – Housing.

A. Schuette indicated that Billie Jo Horsens, Planner I – Housing has resigned to pursue an unexpected new opportunity. A. Schuette indicated the position will be re-advertised.

4. Discussion and action on the *2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area*.

L. Conard provided the following step-by-step analysis of the TIP process:

## **TIP Process**

1. Staff collects project information from area agencies and jurisdictions and writes the draft document.
2. 30-day Public Review & Comment – August 21<sup>st</sup> – September 20<sup>th</sup>
3. Overview of TIP and Public Hearing – September 4<sup>th</sup>
4. Environmental Consultation with Resource Agencies – September 16<sup>th</sup>
5. BCPC Transportation Subcommittee – September 16<sup>th</sup>
6. BCPC Board of Directors endorsement – October 2<sup>nd</sup>
7. Staff demonstration of Fiscal Constraint
8. Staff submits TIP to WisDOT, FTA, & FHWA by November 1<sup>st</sup>
9. BCPC notified of Approval – late fall/early winter
10. Incorporation into the STIP – publication in early 2014

L. Conard also mentioned comments were received from the WisDOT-Bureau of Aeronautics, the Department of Agriculture, Trade & Consumer Protection, and the US Department of the Interior – Fish and Wildlife Service, as shown below:

## **Comments Received**

### **WisDOT-Bureau of Aeronautics**

Comment regarding the CTH GE, Village of Hobart, Dutchman's Creek Bridge Reconstruction project. "Please notify the following of the height and location of any cranes that are intended to be used on the project":

- 1.) Austin Straubel International Airport
- 2.) Federal Aviation Administration (FAA)

### **Department of Agriculture, Trade & Consumer Protection**

"When highway construction projects advance to the design stage, the impacts on specific farm operations will become more apparent. Please remember that if projects require the acquisition of farmland, the project initiator must notify the Wisconsin Department of Agriculture, Trade and Consumer Protection of those acquisitions pursuant to Wisconsin Statutes 32.035".

### **US Department of the Interior – Fish and Wildlife Service**

"...potential for bald eagles to be within the proposed project area...contact staff if an active bald eagle nest is found.

"...project area may include wetlands...efforts should be made to select an alternative that does not adversely impact wetlands. If no other alternative is feasible... a wetland mitigation plan should be developed".

A motion was made by R. DeGrand, seconded by S. Grenier, to approve the 2014-2018 Transportation Improvement Program for the Green Bay Urbanized Area. Motion carried unanimously.

5. Review and discussion regarding Brown County Comprehensive Plan Draft Chapter 5 – Housing.

A. Schuette gave a PowerPoint presentation to review the highlights of the Brown County Comprehensive Plan Draft Chapter 5 – Housing. Specific points included:

- A 14,172 housing unit increase in Brown County between 2000 and 2010.
- Average selling price for a single-family home in Brown County is now \$144,800 according to Zillow.com.
- Brown County Planning Commission staff is seeing an increase in new housing lot creation through subdivision plats and certified survey maps.
- A family is considered "cost burdened" if housing expenses exceed 30% of income according to the U.S. Department of Housing and Urban Development. Forty-four percent of renters and 31% of homeowners are paying more than 30% of income.

- A person would need to earn at least \$12.85 per hour to afford the median priced rental unit in Brown County.
- Married couple households within children households have decreased from 25.5% in 2000 to 21.4% in 2010.
- Non-family households have increased from 34.1% in 2000 to 35.2% in 2010.
- Households with individuals 65 and over increased from 18.8% in 2000 to 20.6% in 2010.

Recommendations dealt with encouraging smaller residential lot sizes, new downtown development, accessory dwelling units, traditional neighborhood development, visitable design, conservation subdivisions, and other housing-related issues.

D. Robinson asked why the objective regarding homelessness was moved from a local objective to a county objective.

A. Schuette responded that homelessness does not stop at municipal boundaries, but rather it is an issue county-wide.

D. Robinson asked why the housing affordability by community section was changed.

A. Schuette answered that the data on hand was outdated. Providing the analysis regarding median rent and comparable hourly earnings by job was intended to provide a more human element to the discussion of affordable housing in Brown County.

N. Dantine asked if each chapter will need to be approved individually or if approval will wait until the full draft.

A. Schuette answered that approval will be requested when the full draft document is provided for review. A. Schuette reiterated that the chapters are all draft until the document is adopted; therefore, any additional questions or comments are welcome.

#### 6. Review of the 2014 Brown County Planning Commission budget.

C. Lamine reviewed the 2014 Brown County Planning Commission budget. C. Lamine pointed out the Planning Commission portion of the Planning and Land Services Department levy decreased approximately \$2,300 from 2013. The entire PALS Department levy also is budgeted to decrease from 2013-2014. C. Lamine indicated reductions in the levy were due to increases in federal grant revenue from the Transportation and Housing grants. C. Lamine indicated the Executive's budget includes a 1% wage increase as well as an additional 1% to be distributed based upon performance.

C. Lamine stated because the Green Bay Urbanized Area now exceeds 200,000 people, the Metropolitan Planning Organization is now designated as a Transportation Management Agency (TMA), which provides additional federal funds for Transportation Planning activities. He also indicated with the additional funding, the Executive's proposed budget includes a promotion of Lisa Conard to the Senior Planner position that has been unfilled for the last few years and fill the subsequently vacant Planner I – Transportation position.

Discussion ensued.

A motion was made by S. Grenier, seconded by R. DeGrand, to approve the 2014 Brown County Planning Commission budget. Motion carried with N. Dantine and B. Erickson abstaining.

7. Sewer Service Area Plan update.

Using the Town of Ledgeview and the Town of Lawrence as examples, P. Schlein indicated how acres will be allocated in the 2013 Brown County Sewage Plan Update for sewer service expansion.

### Ledgeview Example of how Acres will be Allocated.

<ul style="list-style-type: none"> <li>○ 2010 Census</li> <li>○ 20 year Census/WDOA population projection (Adjusted)</li> <li>○ Gross acreage need for housing stock</li> <li>○ Net acreage need for housing stock (Adjusted for vacancy)</li> <li>○ Comprehensive Plan acres needed for to accommodate proposed commercial and industrial</li> <li>○ 75% Market flexibility factor</li> <li>○ TOTAL ACREAGE ALOCATION</li> </ul>	<p style="text-align: center;"><b>TOWN OF LEDGEVIEW</b></p> <ul style="list-style-type: none"> <li>○ 6,555 existing population</li> <li>○ <math>11,908 - 6,555 = 5,353</math> population increase</li> <li>○ <math>5,353 / 2.47 = 2,005</math> Gross housing units</li> <li>○ <math>2,005 - 114 = 1,891</math> Net housing units</li> <li>○ <math>1,891 \times .25 = 473</math> acres for Housing</li> <li>○ 334 acres for commercial &amp; industrial</li> <li>○ <math>473 + 334 \times 0.75 = 606</math> acres Market Flex.</li> <li><b>606 TOTAL ACREAGE ALLOCATED</b></li> </ul>
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### Lawrence Example of how Acres will be Allocated.

<ul style="list-style-type: none"> <li>○ 2010 Census</li> <li>○ 20 year Census/WDOA population projection (Adjusted)</li> <li>○ Gross acreage need for housing stock</li> <li>○ Net acreage need for housing stock (Adjusted for vacancy)</li> <li>○ Comprehensive Plan acres needed for to accommodate proposed commercial and industrial</li> <li>○ 75% Market flexibility factor</li> <li>○ TOTAL ACREAGE ALOCATION</li> </ul>	<p style="text-align: center;"><b>TOWN OF LAWRENCE</b></p> <ul style="list-style-type: none"> <li>○ 4,284 existing population</li> <li>○ <math>8,644 - 4,284 = 4,360</math> population increase</li> <li>○ <math>4,360 / 2.57 = 1,704</math> Gross housing units</li> <li>○ <math>1,704 - 87 = 1,617</math> Net housing units</li> <li>○ <math>1,617 \times .25 = 404</math> acres for Housing</li> <li>○ 95 acres for commercial &amp; industrial</li> <li>○ <math>404 + 95 \times 0.75 = 374</math> acres Market Flex.</li> <li><b>374 TOTAL ACREAGE ALLOCATED</b></li> </ul>
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P. Schleinzi went on to say the communities without 100% SSA Coverage and with a Sanitary District will receive a Brown County Sewage Plan – Acreage Allocation Map (Town of Lawrence Map shown below).



Discussion ensued.

8. Surface Transportation Program funding update.

L. Conard provided an overview of the Surface Transportation Program – Urban (STP-U):

### **Surface Transportation Program – Urban (STP-U)**

- Federal funding allocated to Urbanized Areas based on a population formula
- Metropolitan Planning Organization (MPO) decides which projects to fund
- Variety of transportation projects eligible
- MPO staff works with local public works staff to identify projects
- Process of ranking projects
- Normally a two-year program of projects is approved (process since the early 1990s).

L. Conard provided the list of STP-U approved projects through 2016:

BCPC Board of Directors approval of STP-Urban Funds	
2013/2014	2015/2016
<u>Humboldt Road</u> – Bascom Way to Spartan Rd - reconstruction with bike lanes & sidewalk	<u>Mather Street</u> – Vroman St to Roy Av - reconstruction with wide outside lane with sidewalks present
<u>Pilgrim Way</u> – Ashland Av to Holmgren Way - reconstruction	<u>Gray Street</u> – Dousman St to Velp Av - reconstruction with shared outside lane with sidewalks present
	<u>Greene Avenue</u> – Libal St to East River Dr - reconstruction with bike lanes & sidewalk on the south side of the street
	<u>Allard Street</u> – Grant St to Reid St - mill & resurface with sidewalks present

L. Conard stated that since our last project approval cycle, a few things have occurred:

Surface Transportation Program - Urban (STP-U)
<ul style="list-style-type: none"><li>• Green Bay Urbanized Area population exceeds 200,000 population threshold in 2010.</li><li>• Green Bay Urbanized Area designated as a Transportation Management Area (TMA) in 2012. The designation of a TMA can offer additional benefits to the urbanized area in terms of level of funding, direct allocations, etc.</li><li>• MPO staff receives notice from WisDOT that STP-U allocation is significantly higher than previous levels. The annual allocation is now set at <b><u>\$3,528,746</u></b>. Recent annual allocations ranged from \$1,200,000-\$1,400,000.</li><li>• To refine statewide program stability efforts of the STP-U, WisDOT establishes new funding procedure, replacing two-year cycle.</li></ul>

The Federal Highway Administration (FHWA) has determined that \$17,643,730 in STP-U funds is available through 2018. The Brown County Planning Commission (MPO Policy Board) has allocated \$6,209,760 to the aforementioned projects, leaving a balance of **\$11,433,970**. L. Conard provided a detail of the upcoming solicitation.

## Next Steps

- MPO staff to solicit additional projects from area jurisdictions.
- Jurisdictions to complete project application forms and submit them to MPO staff.
- MPO staff begins and completes project prioritization.
- Transportation Subcommittee meets to review results of prioritization and makes recommendation to the BCPC Board of Directors.
- BCPC Board of Directors approves final program by the end of the calendar year 2013.
- 2014-2018 *Transportation Improvement Program (TIP)* is amended.
- MPO submits program to WisDOT.

S. Grenier asked if the process for prioritizing projects will include suballocation.

L. Conard stated “suballocation,” or the allocation of STP-Urban funds based on an entity’s percent of functionally classified roadways within the urban area, is one of eight criteria included in the current prioritization policy and will be used to prioritize projects for the current solicitation.

L. Conard noted that WisDOT has informed MPO staff that they will no longer support that effort and will discontinue providing MPO staff with current system mileage and entitlement balances. Therefore, the process may change in the future, but for now, staff will be following the policy in place using the most recent data provided by WisDOT.

L. Conard noted that with the influx of funds, most of the urban area communities will have a positive balance.

L. Conard noted that the urban communities of Green Bay, De Pere, Allouez, Ashwaubenon, Bellevue, and Howard as well as communities that partially included in the urbanized area, should submit projects to the MPO by October 25. The communities that are partially included in the urban area have county trunk highways that are eligible and that they should work with the Brown County Public Works Department staff on identifying and submitting a project.

### 9. Director’s report.

C. Lamine spoke about the passing of George Glaser and what a wonderful person he was. He remarked how George raised a great daughter and that the department was lucky to have her (Lori Williams) as the Administrative Coordinator. He went on to say how for the last six months Lori was taking care of her father at home and still came to work with a smile on her face. C. Lamine indicated the department has a great staff, doing what they could and helping out while Lori is out of the office this week.

C. Lamine also spoke about the closure of the Leo Frigo Bridge and S. Grenier noted that a press conference will be held tomorrow to provide an update on the findings of the soil borings.

Discussion ensued regarding the Brown County Research and Business Park project. C. Lamine stated he is hopeful to hear whether the tax credits were awarded to the project in the next few weeks.

N. Dantine asked about the status of the Southern Bridge and Arterial project.

C. Lamine stated that the Environmental Impact Statement is continuing to move ahead with a draft of the Interstate Access Justification Report (IAJR) traffic modeling being recently completed. The results of the modeling associated with the IAJR process were favorable to a new interchange onto Highway 41 (soon to be Interstate 41). C. Lamine indicated the additional STP-Urban funds could be used to help fund the connecting county roads to the southern bridge and interchange, but the county roads will need to be added back into the TIP, after they were removed by the Brown County Department of Public Works, in order to be eligible for STP-Urban funding.

A motion was made by W. Clancy, seconded by T. VandeWettering, to approve the Director's Report. Motion carried unanimously.

10. Brown County Planning Commission staff updates on work activities during the month of September 2013.

A motion was made by B. Erickson, seconded by R. DeGrand, to receive and place on file the Brown County Planning Commission staff updates on work activities during the month of September 2013. Motion carried unanimously.

11. Other matters.

None.

12. Adjourn.

A motion was made by S. Gander, seconded by R. DeGrand, to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 7:50 p.m.

**STAFF REPORT  
TO THE  
BROWN COUNTY PLANNING COMMISSION  
October 2, 2013**

**September 2013 Staff Activity Reports**

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**The recent major planning activities of Chuck Lamine, Planning Director:**

- Attended the Brown County Planning Commission Board of Directors meeting the evening of September 4.
- Continued to research, author, and analyze background materials for the Brown County Research and Business Park Feasibility Study.
- Attended the September 25 meeting and served as a member of the Green Bay/Brown County Professional Football Stadium District Board.
- Conducted staff meetings.
- Attended two working group meetings with Airport staff and Village of Hobart staff to discuss utility costs and land use for the proposed Airport Industrial Park.
- Attended the Airport Economic Development Committee meeting on September 26 and presented a concept design for an Airport Industrial Park on non-aeronautical properties at the Airport.
- Coordinated with legal counsel regarding a collection action associated with the delinquent Raven Manufacturing Brown County Revolving Loan Fund (RLF) loan.
- Participated in three meetings with WisDOT staff, a consulting firm, and the County Principal Transportation Planner to discuss the preliminary findings of the traffic analysis for the US 41/Southbridge Road interchange's Interstate Access Justification Report (IAJR).
- Facilitated the solution to contractual performance issues with URS consultants for the completion of wetlands delineation for the proposed Brown County Research and Business Park.
- Met with a representative of Wisconsin Economic Development Corporation (WEDC) regarding the Brown County Research and Business Park on September 6.
- Participated in a discussion with representatives of the Association for University Research Parks regarding a two-day workshop to address next steps for development of the proposed Brown County Research and Business Park.
- Attempted to coordinate a meeting with Brown County Public Works-Highway Department staff to provide an update regarding the Southern Bridge and Arterial Environmental Impact Statement (EIS) and Interstate Access Justification Report (IAJR) as well as the need to coordinate the identification of additional Brown County Highway projects to make them eligible for the additional \$10 million in federal STP-Urban funds.
- Attended the quarterly Brown County Public Works Cabinet meeting.
- Attended two meetings of the County Executive's Economic Development Work Group.
- Attended the Advance Municipal Issues meeting on September 5.
- At the request of the United Way Agency Committee and the County Executive, provided a presentation regarding the 5% Stadium District Sales Tax and how it differs from a county sales tax.
- Attended the September 18 Brown County Board meeting to address any questions associated with the Brown County Research and Business Park Feasibility Study. The committee report was approved unanimously with no discussion regarding the report.

- Presented to the Brown County Library Board on September 19 a PowerPoint presentation regarding the Brown County Comprehensive Plan as it relates to library facilities. Also demonstrated GIS mapping capabilities to assist with decisions related to locating library branches.
- Attended the Advance investors breakfast on September 25.

**The recent major planning activities of Cole Runge, Principal Transportation Planner:**

- Completed a proposed performance measures element for the Green Bay MPO's Congestion Management Process (CMP) document. Also continued to develop the MPO's CMP document.
- Reviewed household growth projections for computer traffic model Traffic Analysis Zones (TAZs) and provided comments to the WisDOT consulting firm that developed the projections.
- Made draft revisions to the MPO's Public Participation Plan. Also developed a public review/public hearing notice for the draft plan.
- Submitted the approved Section 5310 Recipient Coordination and Management Plan to the Federal Transit Administration (FTA).
- Chaired a meeting of the Brown County Transportation Coordinating Committee (TCC).
- Worked with the Transportation Planner I to develop an interim project solicitation process to distribute additional Surface Transportation Program (STP) funds.
- Completed a revised draft of the CTH GV Environmental Report (ER) and sent it to WisDOT Northeast Region Office staff for review.
- Prepared information for a BCPC Transportation Subcommittee meeting. Also staffed the subcommittee meeting with the Transportation Planner I and presented the draft 2014 Transportation Planning Work Program, proposed performance measures for the MPO's CMP document, draft goals and objectives for the MPO's 2045 Long-Range Transportation Plan, and a 2035 Long-Range Transportation Plan performance measures status report.
- Developed the agenda for the next BCPC Transportation Subcommittee meeting in October.
- Participated in a Transportation Alternatives Program (TAP) teleconference with the Transportation Planner I.
- Participated in the 2013 MPO/WisDOT/RPC state conference.
- Completed a Title VI assessment survey at the request of WisDOT.
- Participated in three meetings with WisDOT staff, a consulting firm, and the County Planning Director to discuss the preliminary findings of the traffic analysis for the US 41/Southbridge Road interchange's Interstate Access Justification Report (IAJR).

**The recent major planning activities of Aaron Schuette, Principal Planner:**

- Continued researching and writing the Port Opportunity Study for the Port of Green Bay.
- Completed a survey of current and future needs of the current port operators in the Port of Green Bay.
- Completed a draft of the Housing Chapter of the Brown County Comprehensive Plan Update.
- Completed final close-out of the Energy Efficiency and Conservation Block Grant (EECBG) with the U.S. Department of Energy.
- Prepared a comment sheet and summary handout for the Brown County Board Strategic Plan listening sessions.

- Facilitated the Brown County Board Strategic Plan listening sessions on the evenings of September 4 and September 12.
- Received CDBG-Housing program certification at the CDBG-Housing program training in Wisconsin Rapids on September 16-18.
- Participated in a television interview with NBC 26 regarding the CDBG-Housing program on September 11.
- Completed the public notification regarding the Notice of Intent to Request Release of Funds for the CDBG-Housing program.
- Completed and submitted the Environmental Review Record for the CDBG-Housing program to the Wisconsin Department of Administration.
- Completed a draft Request for Proposals for Housing Quality Standards Evaluation services for the CDBG-Housing program.
- Met with a representative of Wisconsin Economic Development Corporation (WEDC) regarding the Brown County Research and Business Park on September 6.
- Held a public hearing for an amendment to the Brown County Farmland Preservation Plan Map at the Planning, Development, and Transportation Committee on the evening of September 23.
- Completed an updated zoning map for the Town of Rockland.
- Prepared a listing of parcels and address for the Howard-Suamico School District.
- Revised the elementary school district boundaries for the Howard-Suamico School District.
- Gave a presentation on community planning to Mrs. Goddard's 2<sup>nd</sup> grade class at Meadowbrook Elementary School in Howard on September 24.
- Participated in a small group listening session for the Howard-Suamico School District strategic planning effort on the evening of September 24.
- Coordinated with the Village of Pulaski and Brown County Zoning regarding a failing private onsite wastewater treatment system in the Village.
- Continued to coordinate with U.S. EPA, WDNR, and AECOM regarding finishing the Brownfield Grant – funded projects.
- Provided a digital copy of the Village of Wrightstown Comprehensive Plan to the Village for their update purposes.
- Provided requested census data on poverty levels to the Village of Suamico.
- Assisted 59 members of the public or local units of government with specific planning, land division, CDBG-Housing program, or zoning related phone calls during August.

**The recent major planning activities of Peter Schlein, Senior Planner:**

- Began review of eight new certified survey maps (CSMs). Completed review of 11 CSMs. Signed and filed 13 CSMs.
- Began review of one preliminary subdivision plat and completed review of one preliminary subdivision plat. Completed review of three final subdivision plats. Signed and filed one subdivision plat.
- Completed review of one preliminary subdivision plat for the City of Green Bay.
- Responded to three public Water Quality Letter requests.
- Began or completed one environmentally sensitive area (ESA) amendment.
- Began or completed one sewer service area (SSA) amendment.
- Review of smaller ESA and SSA related issues and inquiries to develop solutions for smaller projects.
- A Village of Suamico plan correction ESA amendment to update a wetland boundary with a 35-foot setback and to update the 35-foot setback to a floodway on Lots 12 and 13 (Parcels

SU-2394 and SU-2395) of the Chamber Hills Farm subdivision in the Village of Suamico. The ESA amendment was reviewed by staff on September 11.

- A Town of Ledgeview minor SSA amendment to add 2.0 acres to the SSA for existing residential development on part of Parcel D-401. The SSA review has been delayed due to inadequate information being submitted by the agent representing the petitioner. The delay caused a second hearing to take place on September 9. A project completion date is unknown at this time.
- Continued to utilize an online format for submitting and filing SSA amendments and ESA amendments with the Bureau of Watershed Management to expedite the review and approval process, saving time and money for staff and property owners.
- Worked with the Army Corps of Engineers (ACOE) and WDNR regarding a wetland delineation report that was made for the Brown County Farm property. A consultant made revisions to the report twice, and is resubmitting a new report with corrections suggested by ACOE in order to create an approvable wetland report. The consultant making corrections is URS, which is using a subcontractor to fix earlier versions of the report.
- Worked with a property owner regarding a storm water management plan for the Champion Estates subdivision in the Town of Green Bay. The storm water management system is privately owned by the property owners and problems with the system must be corrected by the owners.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Continued the development of an update to the Suamico Comprehensive Plan.
- Presented Chapter 2 draft (Existing Land Use) of Suamico Comprehensive Plan with Dan Teaters presenting Chapter 3 draft (Transportation) to Village advisory committee on September 26.
- Continued the development of an update to the Brown County Sewage Plan. Completed acreage allocation to allow proposed development to occur when a municipality wishes to expand a sewer service area.
- Prepared materials for presentation to BCPC Board of Directors that identifies how municipalities will select acreage allocations.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

**The recent major planning activities of Lisa Conard, Transportation Planner I:**

- Continued work regarding the *Draft 2014-2018 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Presented TIP overview to the BCPC Board of Directors.
  - Held public hearing.
  - Held Environmental Resource Agency Consultation meeting.
  - Presented draft to the Transportation Subcommittee.
  - Worked with WisDOT staff to finalize 2015-2016 project approvals.
  - Completed public review process.
- Completed *Major Amendment #3 to the 2013-2017 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
  - Presented amendment to the BCPC Board of Directors.
  - Held public hearing.



- Completed public review process.
  - Submitted amendment document to FHWA, FTA, and WisDOT.
- Collaborated with WisDOT staff to determine the amount of Surface Transportation Program (STP-U) funds available to the Green Bay Urbanized Area as a result of reaching Transportation Management Area (TMA) status (200,000+ population). Also discussed future programming and tentative schedule.
- Attended a meeting via conference call regarding the new Transportation Alternatives Program (TAP) aka "enhancements" to learn about the process and timeline for distribution of funds in the urbanized area.
- Continued work on the *2014-2018 Transit Development Plan (TDP) for the Green Bay Metro System*.
- Continued writing the *2013 Coordinated Public Transit-Human Services Transportation Plan for Brown County* as required by MAP-21. Incorporated results of the required county meeting into the plan.
- Finalized the August edition of the Green Bay Metro quarterly route review. All of Metro's full service fixed routes will be evaluated.
- Provided information to Green Bay Metro staff regarding proposed fixed route bus and paratransit service level options in the Village of Ashwaubenon as a result of receiving notification that the Oneida Tribe of Indians, which contributes approximately \$175,000 to Metro annually for services, will end its partnership with Metro effective November 4, 2013.
- Consulted and/or provided information to Metro staff regarding various services, compliance, and/or other issues.
- Provided information to GIS/Transportation Planner for inclusion in the Transportation Chapter of the Suamico Comprehensive Plan.
- Participated in the Brown County Planning Commission Board of Directors meeting the evening of September 4.
- Participated in the Brown County Transportation Coordinating Committee meeting on September 9. Recorded and wrote minutes.
- Participated in the Transportation Subcommittee meeting on September 16. Recorded and wrote minutes.
- Participated in the Transit Commission meeting on September 25.

**The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:**

- Coordinated and held a Land Records System User Group to begin discussing replacement plans for the AS/400 system
- Presented the Brown County business park interactive website at the BCPC Board of Directors meeting on September 4.
- Presented the Brown County business park interactive website to the Advance Municipal Issues Committee on September 5.
- Coordinated an October 1 seminar with multiple departments to discuss future online GIS applications.
- Assisted the County Surveyor with the Survey Indexing project.
- Analyzed land sales in Suamico for the Senior Planner.
- Met with staff from five neighboring counties to discuss aerial photo project plans.
- Produced a Request for Proposal for 2014 aerial orthophotography.
- Continued to coordinate the publication of various online web services available on the county web site.

- Created a new County-owned land map (both PDF and interactive web map) for use by Airport, Port, Planning and Land Services, Administration, and other county departments.
- Assisted the Public Safety Department with maps and lists of wrecker services.
- Coordinated updates to the online GeoPrime mapping application and met with partnering agencies (Green Bay, De Pere and Ashwaubenon) to formulate plans for continuation of this product.
- Fixed a problem with the online Private Onsite Wastewater Treatment Systems mapping application.
- Produced a drive time analysis from fire station sites in Bellevue for the Village of Bellevue.
- Provided drive time estimates for ambulances in the Green Bay metro area for the Village of Ashwaubenon.
- Provided a 911 "Geo" data refresh to Public Safety and Communications.
- Discussed computer network issues with Technology Services staff.
- Assisted Technology Services Department with testing Internet Explorer 9.
- Produced large map printouts for the District Attorney's office.
- Provided GIS data and other services to Martenson-Eisele, Stantec, CoreLogic, Wisconsin DNR, Wisconsin DOT, Green Bay Metropolitan Sewerage District/NEW Water, Green Bay Area Public Schools, City of Green Bay, and others.
- Participated in conference calls with Esri, the GIS software vendor.
- Assisting the Principal Planner with acquiring bathymetric (water depth) data for the Fox River.
- Added new items to the LIO web page (historic maps link and more).
- Assisted other people with miscellaneous service, data, and training requests.
- Set up social media pages to help advertise the online services offered by the LIO (online maps and GIS apps).
- Attended staff meetings as needed.

**The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):**

- Assisted Green Bay Metro with paratransit boundary adjustments and population estimates for cost analysis.
- Assisted Peter Schleinz and Jeremy Du Chateau with MS4 project background and future development in GIS.
- Provided comments and feedback on the household projections for the new Traffic Analysis Zones.
- Assisted Cole Runge with gathering delay times at lift bridges and railroad crossings for performance measure tracking.
- Made updates to the Brown County Transportation web page as well as the Planning Department page.
  - Updated staff list.
  - Created new link icons for each department.
  - Created a "link" gallery for the transportation page.
- Created a 3D rendering for the staff at Advance for a proposal on Brown County Airport land.
- Conducted drive time analysis for three locations using ESRI Community Analyst for staff at Advance.
- Suamico Comprehensive Plan Update
  - Collected updated transportation data for the Village of Suamico.
  - Included new updated graphics and formatting.

- Completed draft chapter for review by Suamico.
- Continued development of an online walking map for Brown County
  - Updated sidewalk data in GIS.
- Updated Metro Route Guide and Individual Route Maps as requested.
- Assigned addresses as requested.
- Participated in the regular staff meetings held every other Thursday morning.
- Participated in weekly teleconference meetings with ESRI staff to discuss ArcGIS online projects.
- Attended online training through ESRI for CityEngine software.

**The recent major planning activities of Jeremy Du Chateau, GIS Technician:**

- Assisted the Planning Director with GIS data/maps and analysis for Library Board meeting presentation regarding the East Branch Library.
- Assisted and supplied GIS data/maps for Senior Planner regarding Sewer Service Area Expansion Area project.
- Worked with Zoning division staff to assess mobile GIS application needs.
- Created and finalized Packers Heritage Trail interactive map. Published map to Brown County LIO website.
- Updated NEW Zoo interactive map basemap data per zoo staff request. Finalizing NEW Zoo interactive map implementation.
- Assisted District Attorney's office with maps for criminal trial.
- Rolled out the Business Park web mapping system with presentation to the Chamber of Commerce Advance Group.
- Continued to develop and enhance the County's web mapping system.
- Continued to look to process improvements within County GIS enterprise system.
- Assisted other people with miscellaneous service, plots, data, and training requests.
- Attended staff meetings as needed.
- Attended Land Records System User Group meeting to develop scope of replacing the AS/400 system.
- Attended Titledown GIS Coordinators meeting to discuss future of GeoPrime online web map application.

**The recent major planning activities of Billie Jo Horsens, Planner I - Housing:**

- Attended 3-day training seminar for the Community Development Block Grant (CDBG) housing rehabilitation program.
- Drafted homeowner application and other pertinent documents for CDBG housing rehabilitation program.
- In the process of drafting Procedure Manual for CDBG housing rehabilitation program.
- Continue to educate potential candidates for housing rehabilitation program and enter them onto waiting list (84 candidates on waiting list).